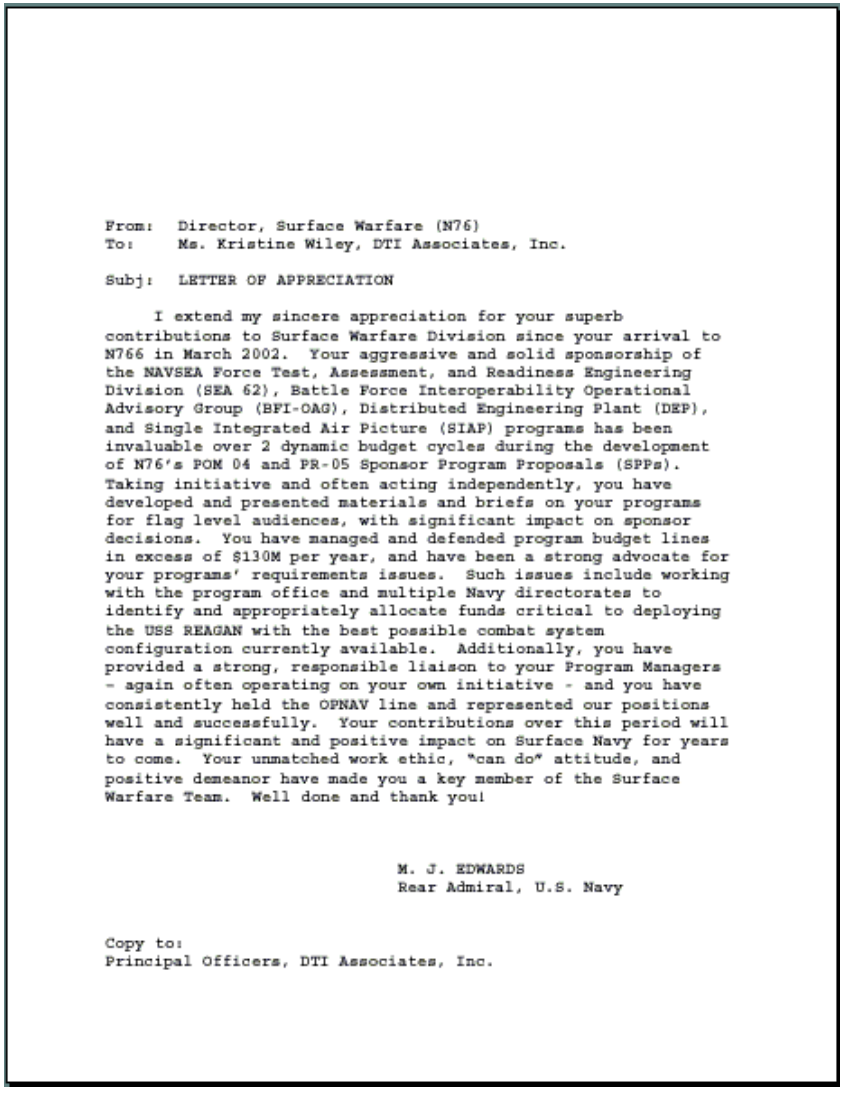
DTI Associates Inc.

Contractor Recognition Process

www.dtiassociates.com

Contractor Recognition
N76 Recognition Process

- **Contact DTI Group Manager**
- **Prepare N76 Letter of Appreciation**
- **Staff Letter through Branch Head up to N76**
- **Work with EA to schedule all hands event**
- **N76 presents Letter to contractor with all hands present**



From: Director, Surface Warfare (N76)
To: Ms. Kristine Wiley, DTI Associates, Inc.

Subj: LETTER OF APPRECIATION

I extend my sincere appreciation for your superb contributions to Surface Warfare Division since your arrival to N766 in March 2002. Your aggressive and solid sponsorship of the NAVSEA Force Test, Assessment, and Readiness Engineering Division (SEA 62), Battle Force Interoperability Operational Advisory Group (BFI-OAG), Distributed Engineering Plant (DEP), and Single Integrated Air Picture (SIAP) programs has been invaluable over 2 dynamic budget cycles during the development of N76's POM 04 and PR-05 Sponsor Program Proposals (SPPs). Taking initiative and often acting independently, you have developed and presented materials and briefs on your programs for flag level audiences, with significant impact on sponsor decisions. You have managed and defended program budget lines in excess of $130M per year, and have been a strong advocate for your programs' requirements issues. Such issues include working with the program office and multiple Navy directorates to identify and appropriately allocate funds critical to deploying the USS REAGAN with the best possible combat system configuration currently available. Additionally, you have provided a strong, responsible liaison to your Program Managers - again often operating on your own initiative - and you have consistently held the OPNAV line and represented our positions well and successfully. Your contributions over this period will have a significant and positive impact on Surface Navy for years to come. Your unmatched work ethic, "can do" attitude, and positive demeanor have made you a key member of the Surface Warfare Team. Well done and thank you!

M. J. EDWARDS
Rear Admiral, U.S. Navy

Copy to:
Principal Officers, DTI Associates, Inc.

Contractor Recognition
Corporate Component

- **Group Manager (GM) prepares DTI Associates Performance Award in parallel with N76 Letter**
- **GM staffs Award through corporate staff to Principal Officers**
- **GM recommends cash bonus or gift, as appropriate**
- **Corporate leadership presents DTI Associates Performance Award and gift in same N76 all hands ceremony**
- **DTI Associates leadership is present for ceremony – to include Principal Officers, Division Manager, Program Manager, and Group Manager**

Contractor Recognition
Annual Evaluations

- **GM prepares Annual Evaluation Letter for each contractor on anniversary date of hire**
- **GM staffs Letter through corporate staff to Principal Officers**
- **Contractor receives salary adjustment / possible bonus with Annual Letter.**
- **GM meets with contractor to discuss Annual Letter, performance during past year, and goals for future**
- **Customer input is welcome during Annual Letter process – GMs will ask supported customer for input on that contractor prior to drafting Letter**

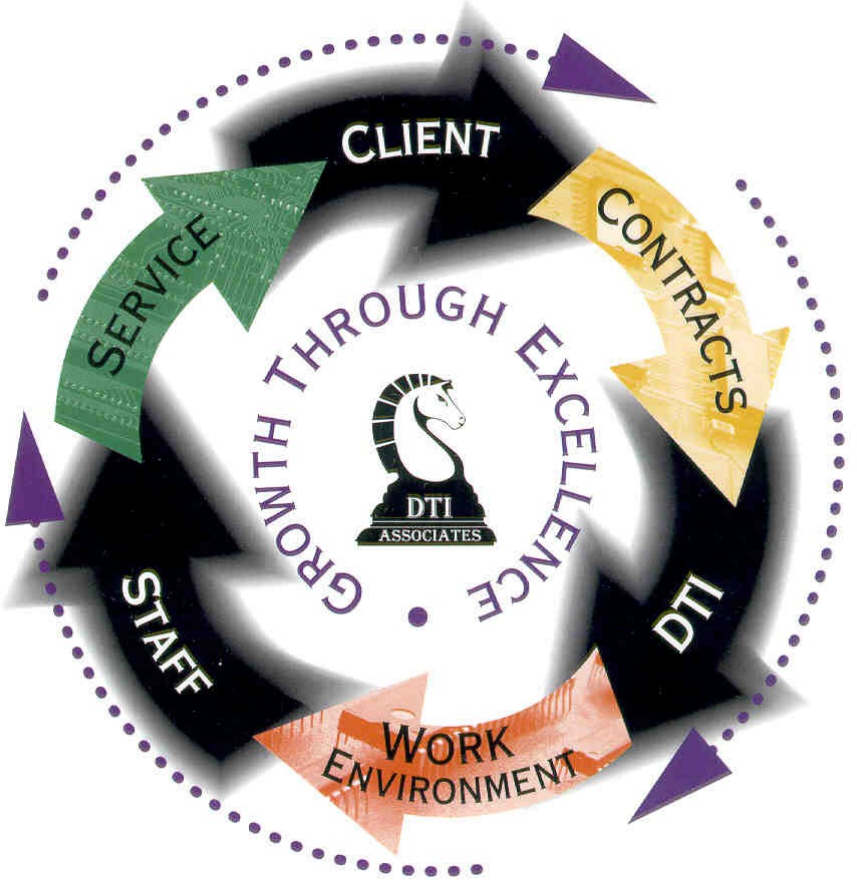
Contractor Recognition
Spot Bonus

- **Periodic “spot bonuses” are awarded. These are called “Horsebucks” within DTI Associates**
- **Horsebucks typically stem from particularly good customer feedback on an individual, or following a very tough or large project**
- **GM drafts a Performance Award and recommends Horsebucks**
- **GM staffs Horsebucks recommendation through corporate chain, eventually to Principal Officers**
- **Approved Horsebucks and Award are presented to contractor by the GM – typically at internal DTI Group lunch**

Informal Recognition

- **Direct communication to corporate leaders - GM and/or Program Manager (Bob Middleton)**
  - E-mail
  - Branch Head or Supported Officer Letter of Thanks
  - Notes to GM for Annual Evaluation
- **Bob Middleton contact info:**
  - (202) 781-3233
  - Middletonrd@navsea.navy.mil
- **No need for gifts or expenditures from customer to recognize contractors**
- **Favorite and most certain recognition of performance is more business**

Corporate Philosophy



Growth through Excellence

Contractor Recognition
Direct-to-DTI Recognition Process

- **Any Government Customer may request receipt of quarterly solicitation from corporate (via e-mail) requesting feedback on company performance**
  - Feedback is direct to DTI leadership at highest levels
  - Feedback is not filtered by any layers of management
  - All comments are documented not disregarded
  - Any negative feedback is addressed via ISO 9001 guidelines
  - Positive feedback is addressed at the discretion of management
- **Letters or e-mails specific to corporate or individual performance may be sent to management either directly through the subject contractor or via on-site managers**

Back Ups

Contractor Recognition
DTI GM Division at N76